TEACHERS' RETIREMENT BOARD JOB OPPORTUNITY ASSISTANT ACCOUNTANT FISCAL DIVISION

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list or lateral transfer.

Location: 765 Asylum Avenue, Hartford

Job Posting No: 081666

Hours: MONDAY – FRIDAY, 40 hrs/week

Salary: (Pay Plan/Group) AR 19 \$55,797 annually - \$70,999 annually

New hires to state services start at the minimum

Closing Date: March 20, 2017

Eligibility Requirement: Candidates must have applied for and passed the Assistant Accountant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

The preferred candidate will have demonstrated/proven experience in general accounting; be able to provide examples of his/her attention to detail; have advanced proficiency in Microsoft Office, Excel & Word. They should also have excellent verbal and written communication skills and an ability to work under compressed deadlines.

Knowledge, Skills and Abilities: Knowledge of bookkeeping and financial record keeping principles and practices; knowledge of basic governmental accounting principles and practices including general accounting, accounts payable, accounts receivable and budget control; oral communication skills; basic interpersonal skills; considerable arithmetical ability; auditing ability; ability to understand and apply statutes and regulations; ability to utilize EDP systems for financial information.

General Experience: Four (4) years of experience in complex clerical accounting or financial examining work. Complex clerical accounting or examining work is interpreted as independent responsibility for generally routine bookkeeping, financial record keeping or financial record examining at the level of Financial Clerk.

Substitution Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years. One (1) year as a Pre-Professional Trainee in an accounting class may be substituted for the General Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment CT-HR-12 to:

IRENA BAJ WRIGHT, HR SPECIALIST
DEPARTMENT of ADMINISTRATIVE SERVICES, SMART UNIT
450 COLUMBUS BLVD
SUITE 1404
HARTFORD, CT 06103
860-622-2843
IRENA.BAJ-WRIGHT@CT.GOV

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Irena Baj Wright at 860 713 - 5391 or irena.baj-wright@ct.gov